

# AMANDA REGALADO

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## OBJECTIVE

Take on new challenges daily while learning and teaching others, working in a fast-paced environment, trust worthy, ethical, discreet and committed to my work; detail-oriented and resourceful in completing projects, able to multi-task effectively, very dependable, and friendly.

## EXPERIENCE:

### Dallas County Elections Department

September to Present 2016

Job duties include data entry, answering phone calls, assisting judges/voters at the polling locations

### Temp Job-Standard Meat

July to Sept 2016

Job duties include packing order and shipping orders to their destination

### Temp Job-Luxor Staff

April to July 2016

Job duties at Lilly of the Dessert include processing packages, tracking the order to their assigned destination, as well as counting and packing

### Jack in the box

April 2015 to December 2015

Job Duties include working the stations Grill, Fryer, taking orders cleaning

### Temp Job-United Parcel Service

December 2013 to February 2014

Job Duties include processing packages and tracking on the computer in order to send them to their assigned destination. Counting and routing packages and assigning to loaders.

### Temp Job-Staff Mart

August 2013 to December 2013

Assigned to different locations to assist in areas of need for a certain period of time. Work assignments would range from labor intensive to heavy computer work.

Skills: Filing, answering phones, data entry, billing clerk assistant

Bilingual: English and Spanish